



MARINA BAY RESIDENCES
 MANAGEMENT OFFICE
 18 Marina Boulevard #07-01
 Singapore 018980
 Tel: 6603 6000 Fax: 6603 6010

**APPLICATION FOR BOOKING OF
 BOULEVARD SUITE, BAY LOUNGE &
 MARINA LOUNGE
 (Formerly known as FUNCTION RM 1, 2 & 3**

APPLICATION RECEIVED ON:
 DATE: _____ TIME: _____

Particulars of Owner / Resident

Name : _____ Owner / Tenant *
 Unit No. : # _____ Contact No. : _____

Details of Booking

We herein submit our booking for the use of the facilities as detailed below:

Date of Booking : _____
 Session : Day 10:30 a.m. to 3:30 p.m.
 (please tick in the Evening 5.00 p.m. to 10.00 p.m.
 appropriate box)
 Facility (please : 7th Storey – BOULEVARD SUITE (Formerly known as FUNCTION ROOM 01)
 tick in the 27th Storey – BAY LOUNGE (Formerly known as FUNCTION ROOM 02)
 appropriate box 27th Storey – MARINA LOUNGE (Formerly known as FUNCTION ROOM 03)

Purpose of Booking : _____
 Fee Payable : Refundable Deposit - \$200.00

(All payments by Cheque should be crossed and made payable to "The MCST Plan No.3593")

Acknowledgement

We herein confirm that we have read and will fully abide by the by-laws governing the FUNCTION ROOMS which is reproduced overleaf, and we will be fully liable and will indemnify the Management for any damages that may arise or for the breach of any such rules & regulations.

 Signature of Owner / Resident Date

For Official Use														
Deposit Received : \$ _____	Date : _____	Received By : _____												
Paynow / Cheque No: _____	Receipt No. : _____	(Please attach cheque image for cheque deposit)												
Deductions/Penalties : _____														
<table border="1"> <thead> <tr> <th>S/No.</th> <th>Description</th> <th>Amount (w/GST)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$ _____</td> </tr> <tr> <td></td> <td></td> <td>\$ _____</td> </tr> <tr> <td></td> <td>TOTAL:</td> <td>\$ _____</td> </tr> </tbody> </table>	S/No.	Description	Amount (w/GST)			\$ _____			\$ _____		TOTAL:	\$ _____	Refund Deposit Amount \$ _____ Deductions \$ _____ Amount to Refund \$ _____	
S/No.	Description	Amount (w/GST)												
		\$ _____												
		\$ _____												
	TOTAL:	\$ _____												

Acknowledgement of Deposit Refund	
Deposit Refunded :\$ _____	Cheque No. : _____
Name of Recipient : _____	
_____ Signature of Recipient	_____ Date

BY- LAWS

BOULEVARD SUITE, BAY LOUNGE & MARINA LOUNGE (Formerly known as FUNCTION ROOM 01, 02 & 03)

The BOULEVARD SUITE, BAY LOUNGE & MARINA LOUNGE are located at the 7th Storey & 27th Storey.

Opening times:

Mondays – Sundays : 10.30am – 3.30pm (day session)
: 5.00pm – 10.00pm (evening session)

1. Bookings can be made up to one (1) month in advance and are limited to a maximum of one (1) session per unit per calendar month.
2. All bookings must be made through the Condominium Web Portal or in person at the Management Office on a first-come-first-served basis during office hours. Booking is subject to availability and will only be confirmed upon submission of the prescribed form with a refundable deposit of \$200.00 by cheque made payable to "The MCST Plan No. 3593" within three (3) days of booking or before the date of the event during office hours, whichever is earlier.

The deposit will be refunded, free of interest, after the event if the premise used is handed over in a clean and satisfactory condition as determined by the Management. Cost of repairs and additional charges, if any, would be deducted from the deposit and the balance would be refunded, free of interest, to the Resident. However, if the cost of repairs and additional charges exceed the amount deposited, the Resident will have to pay the difference.
3. To discourage frivolous bookings, Residents who fail to turn up after booking, without making proper cancellation, will be barred from booking the facility for one (1) month. Cancellation of bookings must be made at least seven (7) days before the date booked, otherwise the deposit will be forfeited.
4. Bookings are non-transferable.
5. Only non-marking tapes are allowed to be used to put up decorations. The Resident must remove all decorations immediately after the session and shall bear the cost of repair if any tape marks, nail marks, etc is found.
6. The above facility should not be used for commercial, political, religious, company gatherings or illegal activities.
7. Live bands or mobile discos are not permitted.
8. Smoking is strictly prohibited.
9. Residents should ensure timely handing over of the Function Room 01, 02 and 03 at the end of the booking session and that leftover food is disposed properly and all unconsumed food is remove after use from the rooms.
10. The number of guests is limited to not more than the stated figures for the respective rooms below:
Boulevard Suite - Number of guests: fifty-five (55)
Bay Lounge & Marina Lounge – Number of guests: thirty (30) per room
11. The Management reserves the right to forfeit the deposit and/or commence legal actions/proceedings against the Residents in the event of a breach or contravention of any by-laws by the Residents or their guest. In such event, the legal costs shall be borne by and recovered in full from the residents.
12. The Management reserves the right to use the facilities room for official matters.
13. Residents and guests must be appropriately attired when using the facilities.
14. All guests must be accompanied by a Resident host when using the facilities and all by-laws must be observed by both parties.
15. Children under the age of twelve (12) must be accompanied by an adult who shall be responsible for their safety and behavior.
16. Noise levels should be kept to a minimum while using or in the vicinity of the recreational & communal facilities.
17. Football, roller-skating, roller-blading, and skateboarding are not allowed on the landscaped deck, lobbies and common corridors.
18. All recreational & communal facilities should be kept clean and tidy during and after usage.
19. The Management reserves the right to close, limit or restrict access to the recreational or communal facilities for maintenance or for any other reasons including selected occasions or festivities as it deems necessary.
20. The Management will not be responsible for any loss or damage to any personal property, injury, or death arising from the use of these facilities.
21. Pets are not allowed in the facilities.
22. Only Residents may book or use the facilities.
23. When requested, Residents shall produce proof of residency without demand when making reservations, claiming keys to the facilities, or using the facilities.
24. Residents shall be responsible for the conduct and behavior of their guests.
25. Residents shall be fully liable and shall indemnify the Management for any damage caused by themselves or their guests when using the facilities. Any damage found prior to the usage of the facilities must be reported immediately to the security personnel at the guardhouse before commencing the use of the facilities.
26. In the event of any severe abuse or damage of the recreational or communal facilities by the Residents or their guest in line with the booking and use of the facilities, the Management reserves the right to bar the Residents from booking the facilities for three (3) months.

27. No smoking is allowed within the recreational & communal facilities at all times.
28. The Management reserves the right to refuse admittance to the facilities, should any person fail to comply with any of the by-laws.
29. The Management reserves the right to change the operating hours of the facilities as it deems necessary.

PERSONAL DATA PROTECTION ACT (NO.26 OF 2012)

I / We have read, consent, and agree to the collection, use, and disclosure of my / our personal data for the purpose listed and in accordance with the terms as set out in the attached policy.

If I / We have provided personal data of individuals other than myself/ourselves in this Form, I/we also confirmed that I/we have sought the requisite consent from these individuals to the collection, use, and disclosure of their personal data. In particular, I/we confirm that I/we have informed these individuals of the purpose of collection, use, and disclosure of their personal data.